Briefing Training

402.1 PURPOSE AND SCOPE
Briefing training is generally conducted at the beginning of the officer’s assigned shift. Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct Briefing; however officers may conduct Briefing for training purposes with supervisor approval.

Briefing should accomplish, at a minimum, the following basic tasks:

(a) Briefing officers with information regarding daily patrol activity of previous shift/(s), with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations
(b) Notifying officers of changes in schedules and assignments
(c) Notifying officers of new General Orders or changes in General Orders
(d) Reviewing recent incidents for training purposes
(e) Providing training on a variety of subjects
(f) Providing additional information necessary for operational effectiveness

402.2 PREPARATION OF MATERIALS
The supervisor conducting Briefing is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in his or her absence or for training purposes.

402.3 SHIFT BRIEFING RESOURCES
The supervisor or assigned senior officer conducting shift briefing should minimally utilize the following electronic resources:

(a) Briefing room SmartBoard system
(b) RiMS "Shift Bulletin Log"
(c) RiMS "Arrest Log"
(d) Department email
   1. Be On the Lookout (BOLs)
   2. FPD District Crime Bulletins (DCB)
(e) Lexipol Daily Training Bulletin (DTB)
(f) Shared drive [PD_Officers (O:)]
   1. "Briefing Folder" containing various topics
402.4 RETENTION OF BRIEFING TRAINING RECORDS
Briefing training materials and a curriculum or summary shall be forwarded to the Training Sergeant for inclusion in training records, as appropriate.